

Point of Sale System (POSS)

Quick Reference Guide

Unit Collection Officer

This sheet provides the Unit Collection Officers with the information needed to conduct activities within the Point of Sale System (POSS) Register and Central Office. If you need help, please contact the Customer Helpdesk (CHD) at 866-945-1354.

A more detail explanation of the POSS Register and Central Office features are available in the *POS Register User Guide* and the *POSS Central Office User Guide* located on the Forest Service portal.

CLOSE & OPEN STORE

1. Double click on **POS Register** icon on desktop.
2. Minimize DOS window (black screen). DO NOT CLOSE.
3. Click on **F2/Daily Ops**. Sign in with User ID and password.
4. Click on **F6/End of Day** to close the store. The End of Day Summary screen is displayed. Store closed message is displayed.
5. Click on **Enter/Next**, to accept the balance and close the store.
6. Click on **F2/Start of Day** to open the store.
7. Enter the business date if the default date is not correct, and click on **Enter/Next**. Click on **No** to accept your entry.
8. Store open message is displayed, click on **Enter**.

*****NOTE: This operation can only be done at 1 register.*****

- Store must be closed and open on a minimum once a month, but can be closed and open as often as needed.
- All tills must be closed and reconciled prior to closing the register.
- All registers must be closed prior to closing the store.

CASH DEPOSIT

[AS OFTEN AS NEEDED AND AT A MINIMUM WEEKLY]

1. Verify that checks/money orders have been scanned through the RDM at register or that the deposit has been made at the bank before proceeding with Cash Deposit. If the checks/money orders have not been scanned refer to the *Quick Reference Guide for Collection Officer for steps to 'scanning checks/money orders for Cash Deposit'*. **See Cash Deposit Process Flow on next page for better understanding.**
2. Open Internet Explorer browser.
3. In the address bar, type in <https://poss.fs.fed.us/centraloffice/welcome.do>. Press **Enter**.
4. Enter E-Auth username and password and press **Enter**. The Central Office home page will be displayed.
5. Click on **Cash Deposit** Tab.
6. Click on **Phase II** sub tab.
7. Select the applicable **Deposit Type** to identify if the cash was converted to Check/ Money order or it was directly deposited to a TGA bank.
8. Confirm the selected Deposit Type by clicking **OK**.
9. Select the **store** for which the Cash Deposit is to be recorded or enter the **store number** in the store number field.
10. Enter the **register number** in the register number field, if necessary.
11. Click **Search**. All reconciled tills for which Cash deposit has not been recorded is displayed.
12. Select the **Till(s)** for which the cash conversion has been completed. Click **Update Total** to view the total cash amount for the selected Tills. *This amount should match the amount for the checks/money orders/deposit tickets in hand.*
13. Click **Next**. Deposit Details screen is displayed.

For cash converted to check/money order:

14. Select the appropriate **transaction start date** and **transaction end date**.
15. Click **Search**. All checks/money order that have been scanned is displayed. *Continue at step 18.*

For cash deposit to bank:

16. Select the appropriate **deposit start date** and **deposit end date**.
17. Click **Search**. All deposit cleared by the bank is displayed.
18. Select the appropriate **check(s)/money order(s)/deposit(s)** to record, making sure that the total does not exceed the selected till(s) total displayed at the top of the page.
19. For each selection, enter the **Actual Depositor** who converted the cash or made the deposit to the bank.
20. Click **Add**.

If there is a shortage amount for the deposit:

21. Enter **shortage amount**.
22. Select the **reason code**. If 'Other' is selected, enter the reason.
23. Click **Save** to complete the Deposit. Deposit Confirmation Screen appears and the system confirms that the deposit is recorded by providing a deposit number.

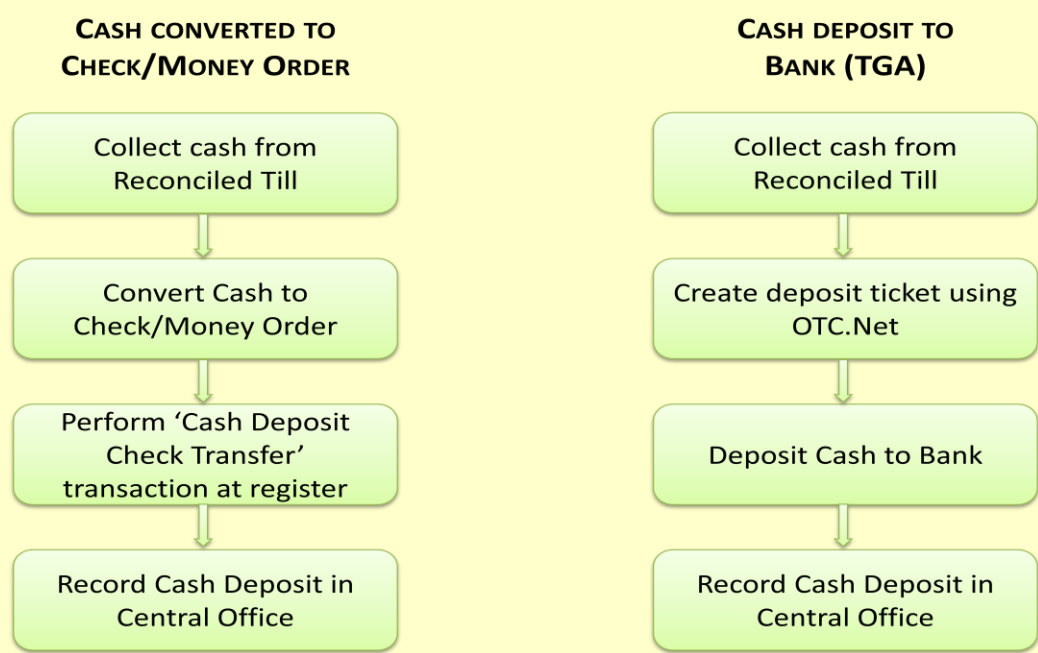
Note: *If the selected tills total amount and the deposit entry amount does not match, then system will not record your Cash Deposit.*

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CASH DEPOSIT PROCESS FLOW



MONITORING

[WEEKLY]

Monitoring of POSS transactions are a vital role of the Unit Collection Officer. It is important to ensure that the transactions performed have successfully completed the settlement process. The reports to monitor are listed below and can be found in Central Office. Weekly monitoring is recommended.

Reports	Monitoring Reasons												
Undeposited Cash Report	Undeposited Cash Report displays closed and reconciled tills where the Cash Deposit has not yet been recorded. The goal is to not have tills older than 10 days on this report. Note that all the cash transactions within these tills remain in an unsettled status until the Cash Deposit is recorded by the Unit Collection Office.												
Non Image Check Transaction Report	Non Image Check Transaction Report displays check transactions that were performed when the RDM scanner was not operational, thus, these transactions do not have a check image associated with it. The goal is to not have any transaction on this report once the RDM scanner is operational. Note that these non image check transactions remain in an unsettled status until the check is scanned using the 'Check Image Transfer Only (Not Sale)' item to associate the check image to the previous non image check transaction.												
Transaction Report	<div>Transaction Report displays all transactions and their settlement status. The goal is to verify that transactions are getting settled and sent to FFIS/FMMI. Below is a list of settlement statuses and their description.</div> <table><tr><th>Settlement Status</th><th>Description</th></tr><tr><td>New (N)</td><td>This is the initial stage of a transaction. Once a transaction has been entered in the register, it is created with a status of (N). This status can be for cash, check or credit transactions. The status of N will remain until transaction is settled by bank for credit card and check transactions or Cash Deposit recording is completed for cash transactions.</td></tr><tr><td>Cash to Check Conversion (E)</td><td>This status is only for cash transactions. The status will be (E) when Cash Deposit is recorded in Central Office for the till containing the specified cash transaction. A cash transaction may remain in status (E) until POSS is able to settle with Bank for Cash converted to Check/money order or for TGA deposit.</td></tr><tr><td>Settled By Bank (U)</td><td>This is the status where payments are settled by the bank but not confirmed with Treasury CA\$HLINK Voucher number.</td></tr><tr><td>Collection Settled (C)</td><td>Ready to be sent to FFIS/FMMI. No action required.</td></tr><tr><td>Sent to FFIS/FMMI (S)</td><td>This is the status when the transactions have been sent to FFIS/FMMI. This is the final status for all settled transactions in POSS.</td></tr></table>	Settlement Status	Description	New (N)	This is the initial stage of a transaction. Once a transaction has been entered in the register, it is created with a status of (N). This status can be for cash, check or credit transactions. The status of N will remain until transaction is settled by bank for credit card and check transactions or Cash Deposit recording is completed for cash transactions.	Cash to Check Conversion (E)	This status is only for cash transactions. The status will be (E) when Cash Deposit is recorded in Central Office for the till containing the specified cash transaction. A cash transaction may remain in status (E) until POSS is able to settle with Bank for Cash converted to Check/money order or for TGA deposit.	Settled By Bank (U)	This is the status where payments are settled by the bank but not confirmed with Treasury CA\$HLINK Voucher number.	Collection Settled (C)	Ready to be sent to FFIS/FMMI. No action required.	Sent to FFIS/FMMI (S)	This is the status when the transactions have been sent to FFIS/FMMI. This is the final status for all settled transactions in POSS.
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